



CITY OF LAS VEGAS

DEPARTMENT OF HUMAN RESOURCES

FACILITIES PROJECT MANAGER

OPEN (Job Code 1279806040)

CAREER OPPORTUNITY

The Las Vegas City Employees Association is the exclusive representative for eligible employees relative to collective bargaining.

RE- OPENED

OPENING DATE: April 30, 2012 at 7 a.m.
FILING DEADLINE: May 21, 2012 at 4:30 p.m.

Current Monthly Starting Salary: \$6,219.22

Please attach your SUPPLEMENTAL ASSESSMENT to your application.

The purpose of this recruitment effort is to establish an eligible list for future job openings.

JOB SUMMARY: This position supervises, directs and coordinates the maintenance, repair and remodeling of city-owned and leased facilities including carpentry, painting, plumbing, electrical, fire suppression/fire alarm installation and repair, and air-conditioning ; coordinates assigned activities with other city departments, divisions and outside agencies; and assists the division manager in the division's overall operation.

JOB DESCRIPTION:

Complete [Job Description](http://www3.LasVegasNevada.gov/HRJobDescriptions/Default.aspx) can be viewed on our website at <http://www3.LasVegasNevada.gov/HRJobDescriptions/Default.aspx>

MINIMUM QUALIFICATIONS: Unless otherwise noted, minimum requirements must be met at the time of application filing. Attach a copy of any required license(s), certificate(s) and/or degree to your application. For a college or university degree earned outside of the United States, attach certification indicating your degree is equivalent to a degree earned at a regionally accredited U.S. institution.

- Bachelor's degree from an accredited college or university with a major in facilities engineering, plant management or a closely related field.
- May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.
- Three years of increasingly responsible experience in a managerial, administrative or supervisory capacity in facility maintenance for multi-building campus with gross square footage of 1 million square feet or more.

LICENSE AND CERTIFICATE:

- Possession of a valid, appropriate driver's license on the date of application, and maintenance thereafter.
- Possession of a fire alarm and sprinkler system certificate of registration.
- On the date of application, provide documentation of completion within the last five years of an OSHA 30 hour course in construction industry safety and health hazard recognition and prevention, developed by the Occupational Safety and Health Administration of the U.S. Department of Labor. Completion card must be continuously maintained while employed in this classification.

SEE REVERSE FOR MORE INFORMATION

FACILITIES PROJECT MANAGER
Job Code 1279806040

WHERE TO APPLY: A city of Las Vegas application form can be downloaded from our website, www.LasVegasNevada.gov, or obtained at the Human Resources Department between 7 a.m. and 5 p.m., Monday through Thursday on the First Floor of City Hall, 495 S. Main Street, Las Vegas, NV 89101. All complete **CURRENT** applications received by the filing deadline will be reviewed. INCOMPLETE, OUTDATED, UNDATED OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.

TYPE OF EXAMINATION: A civil service examination will be conducted in accordance with the Civil Service Rules of the city of Las Vegas. The supplemental assessment is the examination and must be worked on individually by the applicant only. Falsification of information may result in disqualification from a recruitment or removal from a City position. Additional information will not be accepted after the closing date. **The Training and Experience supplemental assessment of all qualified applicants will be reviewed for placement on an eligible list.**

NOTIFICATION OF TEST SCORE FOR T & E: Your test results will be available online at the following web address, www.LasVegasNevada.gov. Because the testing method for this recruitment is the scoring of the Training and Experience supplemental assessment, scores will be available to view online ten (10) working days after the filing deadline and will be available online for five (5) business days. Your score and group will be posted on the bulletin board outside of the Human Resources office for five (5) business days. Scores are posted using the last four digits of your social security number.

SELECTION PROCESS: Final candidate selection will include list placement and may include hiring interview (if applicable). "Any individual offered employment will be required to pass a pre-employment hair drug test, complete background check, **and may be required to demonstrate the ability to perform the physical requirements of the job.**" Some positions may require preliminary background checks.

The eligible list will remain in effect for a period of 6 months from the date of certification and may be extended for a period of up to 2 years. To be considered for Veteran's preference points, a copy of the DD-214 (specifying character of service) must be submitted with the employment application prior to the final filing date. Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through the Recruitment & Employment Services Division at (702) 229-6315.

The City of Las Vegas offers a comprehensive benefits package for all regular full time employees which includes: **Vacation and Sick Leave:** Annual leave is accrued from the first day worked, and employees are eligible to take annual leave after completion of 6 months continuous full-time service. Sick leave is accrued at 4 hours per biweekly pay period for an annual total of 13 days. **Retirement:** Employees are covered under the State of Nevada Public Employees Retirement System (PERS) as an employer paid agency. Employees are vested upon completion of five years in the retirement system. For details on PERS go to www.nvpers.org. **Health Insurance:** The city pays 100% of the premiums for employee medical, dental and vision premiums. For dependents, the city covers 50% of the premiums, with the employee providing the other 50%. The city is self-funded and medical coverage is a Consumer Driven Health Plan (CDHP); a Preferred Provider Organization (PPO); or a Health Maintenance Organization (HMO). The dental plan is offered-through Preferred Dental and the vision plan is administered by Vision Service Plan (VSP).



City of Las Vegas

Facilities Project Manager

**Supplemental Assessment
(Required)**

DIRECTIONS TO APPLICANT:

The City of Las Vegas Department of Human Resources appreciates your interest in this position. To better assist us with our selection process, we are requiring the completion of this supplemental assessment. The supplemental assessment is a tool by which we will evaluate your work experience, as it relates to this position.

This assessment will be scored and used to determine your placement on the eligibility list(s) for consideration for this position. We will be unable to give you further consideration if any part of the application or supplemental assessment form is incomplete. We appreciate your cooperation in assisting us with this process. The information provided should be consistent with the information in your employment application and is subject to verification.

PLEASE NOTE: Falsification of any information on this assessment will be grounds for immediate disqualification for consideration and/or termination from employment.

I certify under penalty of perjury that all statements and answers contained on this assessment are true.

Signature

NAME: _____
Please print

Social Security Number: _____

Date: _____

***Facilities Project Manager
Supplemental Assessment - 2012***

Please complete the following information:

Graduation from high school: Yes ☐ No ☐

If yes, school name: _____

Location: _____

If no, do you have a GED certificate? Yes ☐ No ☐

If no, indicate the highest grade completed: _____

College attended: _____

Degree: Yes ☐ No ☐

Major: _____

Do you possess a valid driver's license? Yes ☐ No ☐

If yes, type of license: _____, License #: _____

Issuing state: _____, Expiration date: _____

Do you possess an OSHA 30 hour training certificate? Yes ☐ No ☐

Do you possess a fire alarm certification? Yes ☐ No ☐

Do you possess a sprinkler system certificate of registration? Yes ☐ No ☐

Experience (Check all applicable boxes and give years of experience where indicated)

The statements below address some of the abilities and knowledge needed to complete the essential functions of this position. Please indicate which statement BEST describes your experience in each area. For each statement, you must also include which employer(s) on your application are associated with the experience.

1. Which statement BEST describes your experience in preparing initial project designs, reviewing design proposals and inspecting and approving blue prints for projects.

- ☐ no experience
☐ have only observed others performing this task
☐ have this experience, but need additional training
☐ have this experience and have applied it on the job

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

***Facilities Project Manager
Supplemental Assessment - 2012***

2. Which statement BEST describes your experience in developing a project budget and monitoring expenditures.

- ☐ no experience
- ☐ have only observed others performing this task
- ☐ have this experience, but need additional training
- ☐ have this experience and have applied it on the job

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

3. Which statement BEST describes your experience in developing and implementing an asset management program, including principles of life cycle costing.

- ☐ no experience
- ☐ have only observed others performing this task
- ☐ have this experience, but need additional training
- ☐ have this experience and have applied it on the job

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

4. Which statement BEST describes your experience in responding and resolving difficult and sensitive citizen inquiries and complaints.

- ☐ no experience
- ☐ have only observed others performing this task
- ☐ have this experience, but need additional training
- ☐ have this experience and have applied it on the job

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

***Facilities Project Manager
Supplemental Assessment - 2012***

5. Which statement BEST describes your experience in developing and implementing goals, objectives, policies and procedures for programs as well as administering safe work practices.

- ☐ no experience
☐ have only observed others performing this task
☐ have this experience, but need additional training
☐ have this experience and have applied it on the job

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

6. Which statement BEST describes your experience using computer aided design software for facility construction projects.

- ☐ no experience
☐ have only observed others performing this task
☐ have this experience, but need additional training
☐ have this experience and have applied it on the job

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

7. Which statement BEST describes your experience in developing work scopes and bid documents for facility construction/ repair projects requiring completion by contractors.

- ☐ no experience
☐ have only observed others performing this task
☐ have this experience, but need additional training
☐ have this experience and have applied it on the job

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

***Facilities Project Manager
Supplemental Assessment - 2012***

8. Which statement BEST describes your experience in maintaining fire control systems and ensuring fire alarm and sprinkler system certifications are current.

- ☐ no experience
☐ have only observed others performing this task
☐ have this experience, but need additional training
☐ have this experience and have applied it on the job

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

9. Which statement BEST describes your experience in administering annual contracts, coordinating inspections and supervising outside contractor's work to ensure compliance with work specifications.

- ☐ no experience
☐ have only observed others performing this task
☐ have this experience, but need additional training
☐ have this experience and have applied it on the job

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

10. Which statement BEST describes your experience in participating in operational studies and investigations as well as recommending modifications to facility maintenance programs.

- ☐ no experience
☐ have only observed others performing this task
☐ have this experience, but need additional training
☐ have this experience and have applied it on the job

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

***Facilities Project Manager
Supplemental Assessment - 2012***

11. Which statement BEST describes your experience with LEED (Leadership in Energy and Environmental Design) certification and re-certification for either new construction or existing buildings.

- ☐ no experience
☐ have only observed others performing this task
☐ have this experience, but need additional training
☐ have this experience and have applied it on the job

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

12. Which statement BEST describes your experience in planning, prioritizing, assigning, supervising and reviewing the work of staff responsible for the maintenance and upkeep of facilities and coordinating work projects between various trades.

- ☐ no experience
☐ have only observed others performing this task
☐ have this experience, but need additional training
☐ have this experience and have applied it on the job

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

